Waste Reporter 2001 Software User's Guide

OVERVIEW

Waste Reporter 2001 was developed as a tool to assist organizations in fulfilling their U.S. EPA and California regulatory reporting requirements. This application is used to enter, store and create all the reports necessary for the EPA Biennial Reporting requirement and AFR Annual Facility Reporting requirement. The software can be used to create printed reports and can create time saving electronic transmittal files which can be mailed with your report. Here are some of the features offered by **Waste Reporter 2001**:

Waste Reporter 2001 offers three different methods to prepare the required reports:

- ❑ **Automated Method** import data using Waste Manager^R or EPA Flat File format
- ❑ **Step-by-Step Method** featuring an interview wizard for entering data
- ❑ **Manual Entry Method** enter data directly onto EPA Forms

Validation of all data entered/imported for correctness and validity:

- ❑ Validate presence and authenticity of various codes
- ❑ Validate authenticity of EPA ID number prefix and algorithm
- ❑ Check weights and measures for rationality
- ❑ Prevent inadvertent omissions or duplications

Multiple-site Capabilities (with purchase of software serial number)

- ❑ Store data from multiple generation sites
- ❑ Select specific site to enter, edit or print data for
- ❑ Add, edit or delete sites as needed
- ❑ Enables correction of EPA ID numbers and other protected fields

Create Reports

- ❑ Create a Summary Report of waste quantities for review
- ❑ Create printed reports for local files and for submission to U.S. EPA or DTSC
- ❑ Create electronic transmittal files for mailing with report to U.S.EPA or DTSC

Personalized Assistance

- ❑ Call the **2002 AFR Help Line at (916) 322-2880** for personalized assistance with using the software and completing the required forms and the electronic transmittal file.
- ❑ See the **Waste Reporter Software Tips** in the 2002 AFR Supplemental Instructions.

Submitting Reports

- ❑ Refer to the **2002 AFR Supplemental Instructions** for submittal instructions.

GETTING READY

Review Instructions

It's best to prepare by thoroughly reviewing the **2002 Annual Facility Report California Supplemental Instructions and Forms**, downloading the U.S. EPA Hazardous Waste Report Instructions and Forms, if needed for waste classification or other more technical issues, from U.S. EPA's web site at **www.epa.gov/epaoswer/hazwaste/data/brs01/ins-frms.pdf**, and downloading the 2001 Waste Reporter Software from Environs web site at **www.environ.com/partners/California/CAWR.htm**.

Obtain Multiple-Site Software serial number

If you will be completing more than one report, it is highly recommended that you contact Environmental Support Solutions directly at (888) 846-4407 to obtain a multiple-site software serial number before prior to entering data. They will provide a serial number to allow this functionality. If data has been entered contact Environmental Support Solutions directly at (888) 846-4407 for assistance.

Organize Your Data

A form GM should be completed for each generated RCRA hazardous waste at the waste-generating process level (Source code), manifest shipment level, or cumulative waste code level. Each of these levels defines how similar hazardous wastes may be combined and reported on one Form GM. When completing a Form GM at the:

- ❑ **Waste-Generating Process Level**, a site may combine one or more RCRA hazardous wastes at the point where the wastes are generated (i.e., hazardous wastes with the same Source code), including process wastes and treatment residues.

- ❑ **Manifest Shipment Level**, a site may combine one or more RCRA hazardous wastes shipped off site under the same hazardous waste manifest (i.e., hazardous wastes with one or more Source code(s) that may be aggregated and shipped together).

- ❑ **Cumulative Waste Code Level**, a site may combine each distinct RCRA hazardous waste (i.e., hazardous waste streams with the same hazardous waste code or the same group of hazardous waste codes with one or more Source code(s)) generated across the entire site.

Warning: Do not complete a separate GM form for every single waste for every single manifest unless you cannot reasonably group your waste using any of the methods described above.

Load Waste Reporter 2001

On computers running Windows 98 or better, insert the Waste Reporter 2001 disc into the drive. The program should start on its own. If the program does not start shortly, press the START button, then click Run, and enter "setup.exe". This should start the program for you.

When you initially load the disc, the software will prompt you for a software serial number. The default software serial number that is entered is the single-site software serial number. If you have multiple sites to manage, we recommend you call us for the multiple-site software serial number before proceeding.

Warning: Do not load the software using the single-site software serial number if you need to obtain a multiple site software serial number!

Network Warning: This software is designed to operate on a non-networked, independent computer. If your computer is networked, disconnect the network and load the software on the "C" drive. If you have difficulty using Waste Reporter 2001 on a networked computer, try using it on another computer or call the AFR Staff at (916) 322-2880 for personalized assistance.

START USING WASTE REPORTER 2001

Select Method of Data Entry (click to select)

Automated Method: If you utilize Waste Manager^R to manage your software, or EPA Flat File format, the obvious choice is to import your data using the Automated Method. Once you have imported your data, we recommend using the Manual Method to view or edit your data.
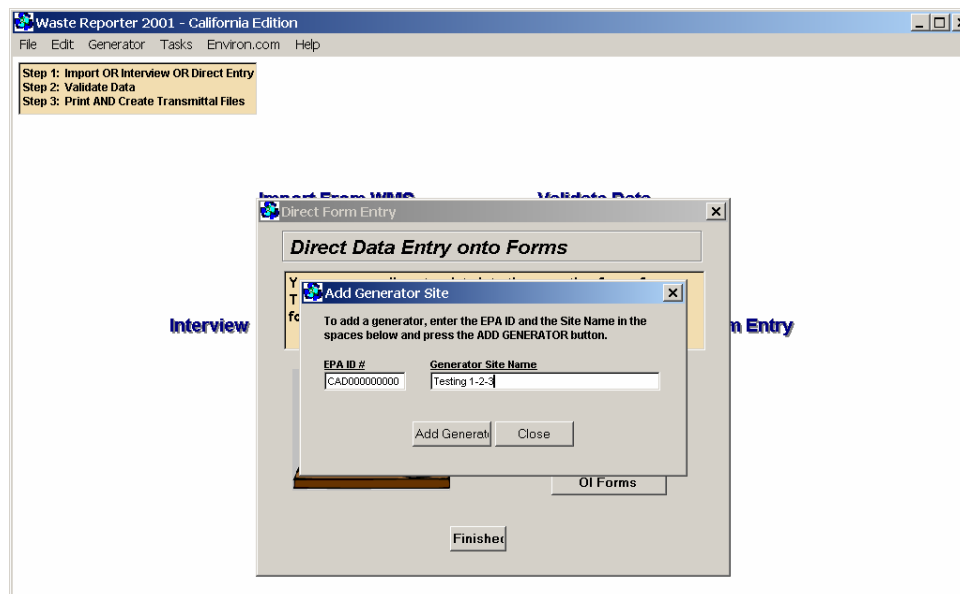
Step-by-Step Method: The interview wizard is very time consuming and prompts for information not required by the Department for 2002 AFR. We recommend this method ONLY if you have NEVER used a computer and have NEVER done a Biennial Report or Annual Facility Report. Still, we would rather you call us for assistance with the Manual Method and save you some time. If you choose this method, your forms will be available for viewing/editing under the Manual Method option after you have finished the wizard.

Manual Method: We highly recommend you choose Manual Method, unless, of course, you are able to import your data using the Automated Method. The screens resemble the forms, and you can navigate easily from section to section, or from form to form.

Note: Be sure to click the box for "Don't show this screen again", or you'll be prompted to select a method every time you open the Waste Reporter Software.

These instructions are written specifically for the **Manual Method** for a single site. If you have chosen to import your data, please see the specific instructions for **Importing Data** at the end of these instructions. If you require assistance in doing so, please call the AFR Help Line at (916) 322-2880. You can follow these instructions after you have finished importing your data.

Enter Facility EPA ID Number and Site Name

Depending on whether you are using a multiple-site software serial number or the default single-site software serial number, you may be prompted to input the EPA ID number and Site Name. Be sure that the EPA ID number is your assigned number and that it is correct. With the single-site software serial number, you cannot edit the EPA ID number after you click **Add Generator**.

If you are using the multiple-site software serial number, this same screen will appear when you add a new facility. To edit your existing facilities, click Generator on the top menu and select a generator from the drop down list.

You should see a screen like the example shown above. Make sure you click **Add Generator** button to continue.

The software should bring you to the Main Menu (circular menu) as shown on the next page.

Main Menu

The following screen should appear. This is the main navigation menu for Waste Reporter Software. Notice the Steps outlined in the upper left corner of the menu.

Select **the Direct Form Entry** on the right side of the circular menu, as shown in the example below.
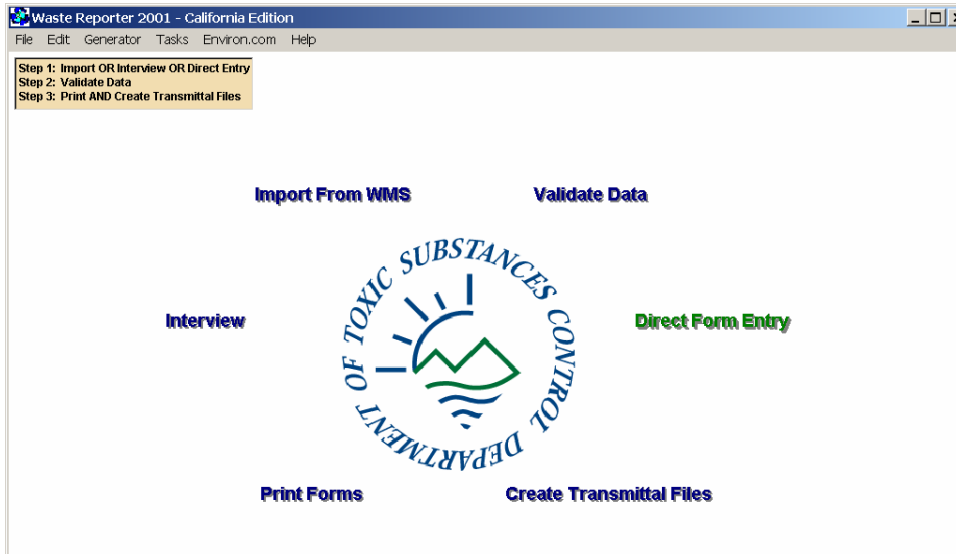
Direct Form Entry

The following screen should appear. The goldenrod text box in the center should identify the site EPA ID number and Site Name that you are going to be entering data for. For multi-site users, select a different site or add a new one from the Generator Menu.

Click the "**Site ID Form**" button and follow the step-by-step instructions for Form ID on the following page, and in the 2002 AFR California Supplemental Instructions.
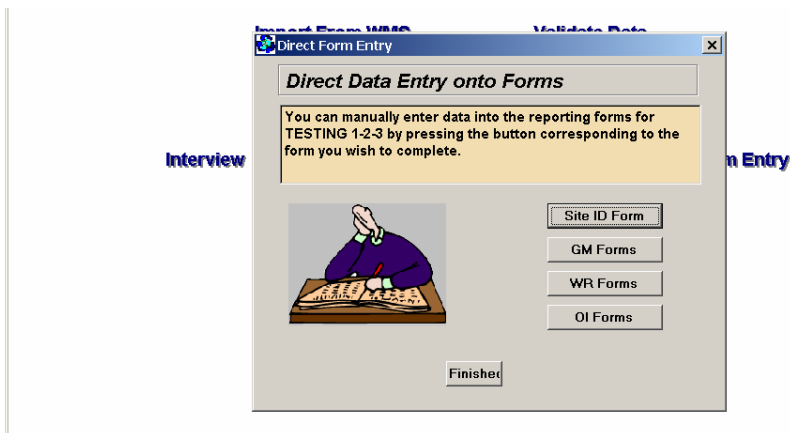
FORM ID

The **RCRA SUBTITLE C SITE IDENTIFICATION FORM (FORM ID)** screen will appear. The last box in Section A is already checked, as a default. This is the correct option. Your EPA ID number and Site Name should already appear.

Detailed line by line instructions are available starting on page 13 of the 2002 AFR Instructions for the FORM ID.

Finish filling out the information for the site address, including COUNTY name, from the drop down menu. This is different than the COUNTRY name, in the section below for the mailing address. You can enter "SAME" for the mailing address if it is the same as the site address, with the exception of the country code.

When using the drop down menu for the county or country code, click in the text box and enter the beginning letter of the county or "U" for United States, and the drop down list should advance to the section of the list beginning with that letter. Then click the drop down arrow to view the list. United States is several countries down on the "U" section.

The North American Industry Classification Systems (NAICS) Codes may be found at **www.NAICS.com**, or by calling the AFR Help Line at (916) 322-2880, and we will walk through the drop down menus with you to identify your closest industry classification. Remember, this is NOT your SIC code. The web site listed above has a conversion system if you cannot find your correct code.

While using the drop down menus in the software or on the NAICS web site online system, please start with very general terms and categories about your business, getting more detailed as you drop down. Remember, there are many industry types and only a few codes to categorize them. The code you may be using may not be exact, but may be the closest choice. Remember to click **Select Code** to select the full NAICS code. You can choose up to four separate codes to classify your industry, if needed. See the example on the following page.

Use the navigation scroll bar at the far right of your screen to scroll down to the bottom half of the form. If you don't see a navigation bar, or can't see the "X" box at the upper right corner, modify your screen resolution via the "Start\Settings\Control Panel\Display\Settings". This path should be somewhat similar on your computer, depending on which operating system you are using. Be sure to write down your current settings so that you can re-adjust them when you're finished using Waste Reporter. When adjusting resolution, change it to 1024x768. This setting generally will work well.

Call the 2002 AFR Help Line at (916) 322-2880 for assistance.

The page by page navigations buttons should appear at the top of the form. Remember to complete all three pages of the Form ID, and to save each page as you navigate through the form. See the example below.

Scroll back to the top of the form using the navigation scroll bar at the far right of the screen, and click the "Save" button. Then click on the "Page 2" tab to move to the next page.

Use the navigation scroll bar to move through the form, and complete required fields as per the **2002 AFR Supplemental Instructions.**

At the bottom of Page 3 of the form, click the "Add" button before entering the certification information. The available field will turn blue. Enter the first, middle initial and last name of the certifier. The Middle Initial field automatically tabs over, so be sure you're not entering the last name in the Title field. Leave the date field blank.

Scroll back to the top and click "Save" again, and then click "Exit". This will exit the Form ID and take you back to the Forms Menu so you can continue to complete your report. Click "GM Forms" (not required if no waste was generated).

FORM GM

Begin by clicking the "Add New Waste" button. The upper left text box of the Form GM displays a list of all of the Form GMs you have created, listed by description.

When entering the description, make sure that the default text "Enter Waste Description Here" is highlighted.

Note: If the software will not allow you to enter data into the description field, click the mouse up on the "Select Waste Stream from List Below" drop down list at the top of the form, and then click again in the description text box. This should enable the software to accept your entry.

If you are entering a form with similar waste and codes as a previously entered waste, select the previously entered waste and then click the "Clone Waste Stream" button. This will create a copy of the selected Form GM with some data already entered.

Click "Add Code" to add an EPA Hazardous Waste Code or State Hazardous Waste Code, if required from the **2002 AFR Supplemental Instructions.** Enter the Source Code and Form Code from the list in the **2002 AFR Supplemental Instructions**. Enter the amount GENERATED. This may differ from the amount manifested, if some of the waste manifested was generated in 2001. Enter the UOM and density according to the **2002 AFR Supplemental Instructions**.

Scroll down to the bottom half of the page using the navigation scroll bar at the far right side of the screen. The bottom half is less confusing if you are looking at the entire bottom half.

If waste was managed on-site, click the "Yes" button and the "Add" button to enable the fields in that section. Enter the Method Code from the **2002 AFR Supplemental Instructions** and the quantity managed on-site.

For waste shipped off-site, click the "Yes" button and the "Add" button to enable the fields in that section. Enter the EPA ID number of the off-site handler (make sure it is the correct number), the Method Code from the **2002 AFR Supplemental Instructions**, and the quantity shipped off-site. Remember, this may differ from the amount manifested, if some of the waste manifested was generated in 2001

Scroll back to the top of the Form GM and click "**Save**", and then click "**Exit**" to exit the GM Form and return to the Forms Menu. From the Forms Menu, click "**WR Forms**" for reporting waste received.

FORM WR

When entering the description, make sure that the previous text "Enter Waste Description Here" is highlighted.

Note: If the software will not allow you to enter data into the description field, click the mouse up on the "Select Waste Stream from List Below" drop down list at the top of the form, and then click again in the description text box. This should enable the software to accept your entry.

If you are entering a form with similar waste and codes as a previously entered waste, select the previously entered waste and then click the "Clone Waste Stream" button. This will create a copy of the selected Form WR with some data already entered.

Click "Add Code" to add an EPA Hazardous Waste Code or State Hazardous Waste Code listed in the **2002 AFR Supplemental Instructions**. Enter the Off-site Handler EPA ID number. Make sure that this is the correct number for the handler.

Enter amount received. Enter the UOM and the Form Codes and Management Method Codes from the **2002 AFR Supplemental Instructions**. Use the drop down boxes to enter the codes when available.

Click "Save" after entering each Form WR. Click "Exit" to exit the Form WR and return to the Forms Menu. Click "OI Forms" to enter off-site facility information.

FORM OI

DTSC requests that you complete the OI form and include every off-site EPA ID number you have entered on your GM and WR forms. Double check each EPA ID number against your records.

The drop down text box will display all of the facilities you have entered. To edit a previously entered facility, select the name from the drop down text box and edit data as necessary.

Click Save after entering each Form OI. Click Exit Form OI and return to the Forms Menu.

FORMS CO AND CC

Waste Reporter 2001 does not have the capability of creating these forms. Please complete them manually and include them with your report.

Click "Finished" at the bottom of the Forms Menu to return to the Main Menu. You can return to the Forms Menu at any time to continue entering data or editing existing data.

COMMENTS

Comments are required in the comments section for G9, G19, G39, and G49 Source Codes, and to clarify or continue other entries, including additional Waste Codes. For each comment, reference the section number and box letter of the entry that is being commented, or note the Source Code (for source code clarification). (E.g., "Sec. 1, Box B, continued: D011: From production processes", or "G9: From production processes").

VALIDATING DATA

Summary Report

Print a summary report from the Validation Menu. From the Main Menu (circular menu), click on Validate Data. Select the option for Summary Report. Print and review the report carefully against your records to ensure that the quantities are correct. The software may inadvertently add a zero to some of your quantities or some forms may not have been saved properly.

Validation

After you have finished entering all of your data and verified the quantities are correct, you will need to validate your data. From the Main Menu (circular menu), click on Validate Data.
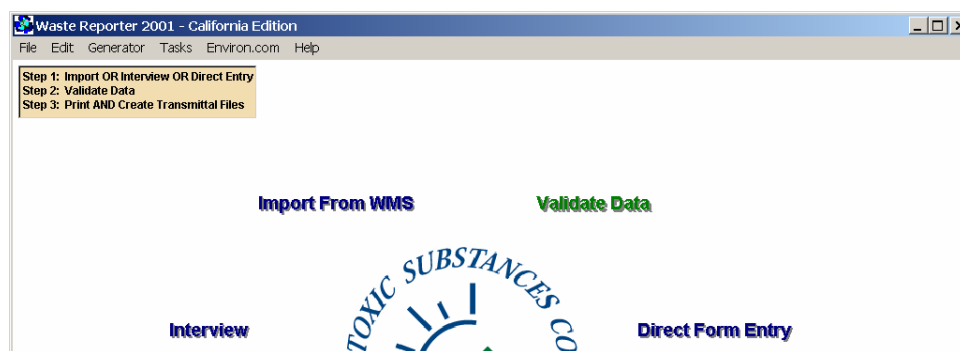
The validation process will take a few moments. For very large reports the process may take longer.
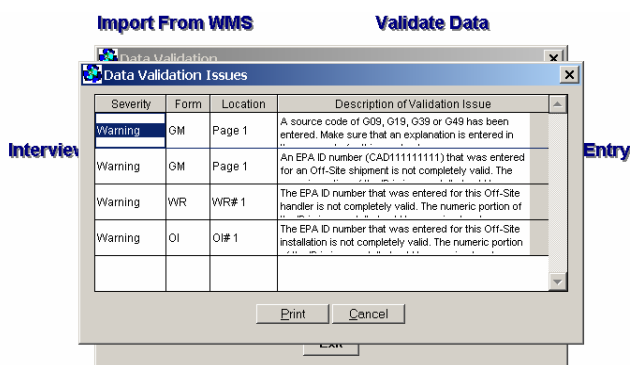
Warnings

It is likely that you receive warnings or critical error messages. If you have, please follow the instructions below. If you have validated your data successfully with no warnings, you may skip the warnings instructions and continue to the instructions for creating your reports.
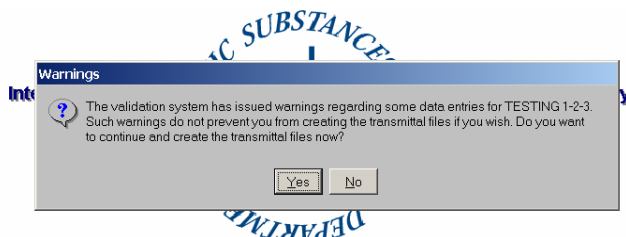
If you have more than a few warnings, or are having difficulty solving the warning issues, print the list for easy viewing and call the AFR Help Line at (916) 322-2880 for assistance.

Generally, warnings are simple reminders to check to make sure that you entered a comment, etc. They may not necessarily state that you failed to do something, only that you possibly may not have. The software is limited in its


viewing of some of the data fields (e.g., comments section or validating California EPA ID number prefixes). After you carefully check each warning and have corrected the errors, you must successfully validate your data before you can create your reports.

Critical Errors

If you have received critical error warnings, you can not proceed. You must solve the errors and successfully validate your data before creating your reports.

If you have received more than a few critical error warnings, or are having difficulty solving the critical errors, print the list out for easy viewing and call the AFR Help Line at (916) 322-2880 for assistance.
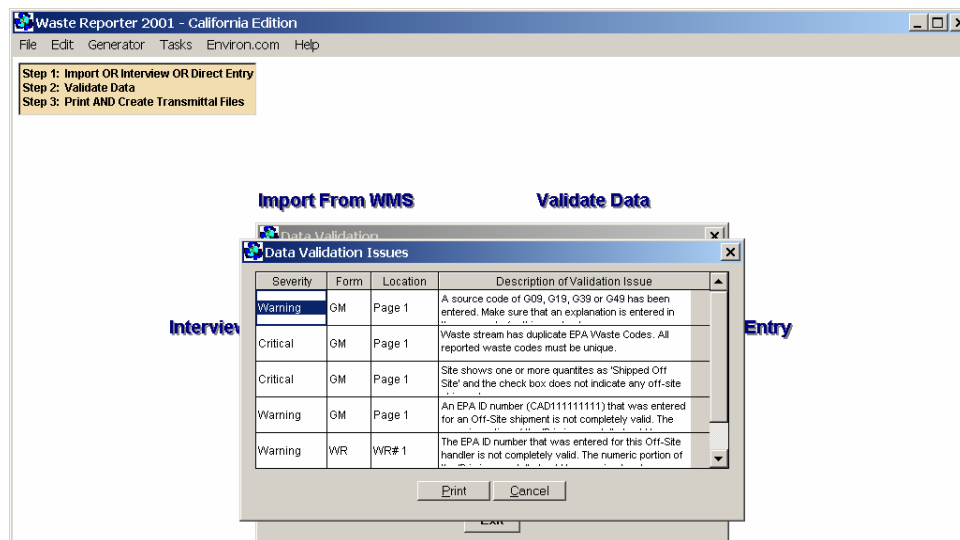
Read the warnings carefully. Review the data carefully. Troubleshoot the errors by deleting the specific data in question (such as a transporter EPA ID number or several waste codes) and re-entering the data. The data may appear correct, but may have not been stored properly by the software.

Common critical errors are invalid EPA ID numbers, duplicate waste codes, and unit of measurement errors.

You must solve all of the critical errors and successfully validate your data before you can create your reports.

If you have accessed any of the forms in Waste Reporter, you must re-validate your data before you can create your reports.
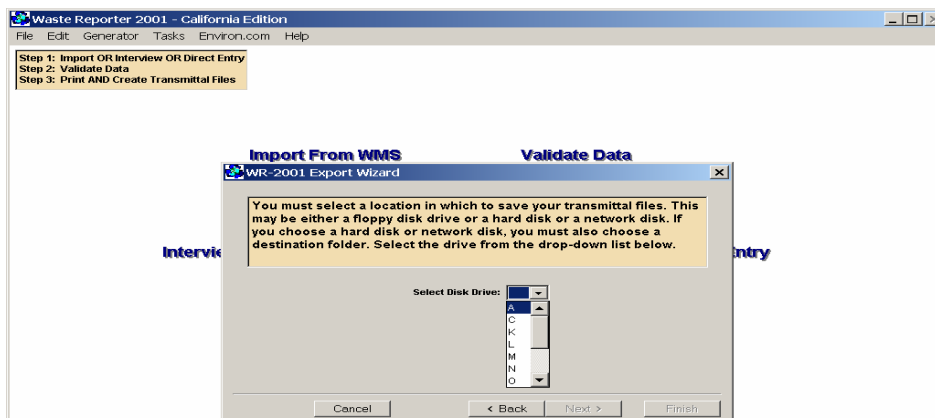
CREATE TRANSMITTAL FILE

From the Main Menu (circular menu) select Create Transmittal File. The wizard will guide you through creating the electronic transmittal file of the forms entered into Waste Reporter.

**DO NOT EMAIL THE TRANSMITTAL FILE**. The diskette must be mailed with your completed report.
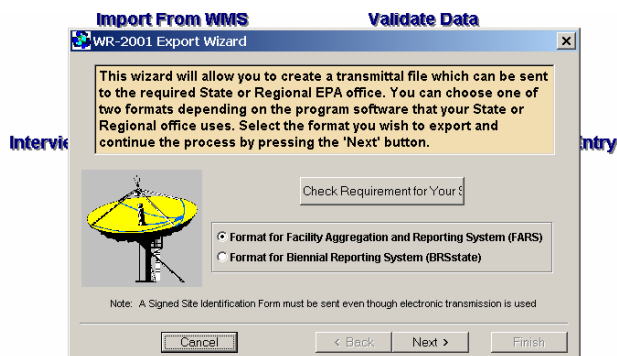
Select the **Format for Facility Aggregation and Reporting System (FARS)**. Follow the wizard by clicking the Next button at the bottom of the page.

The wizard will prompt you to select a drive to create the transmittal file. Select "**A:**" and insert a diskette into your A: drive. The transmittal file that is created is a zipped file, so even very large facilities should be able to create their transmittal files on a diskette.

Continue the process by clicking the "Finish" button. The process takes a moment, and may take significantly longer for very large facilities. You should receive a yellow smiley face when the file has been completed successfully (displayed momentarily).
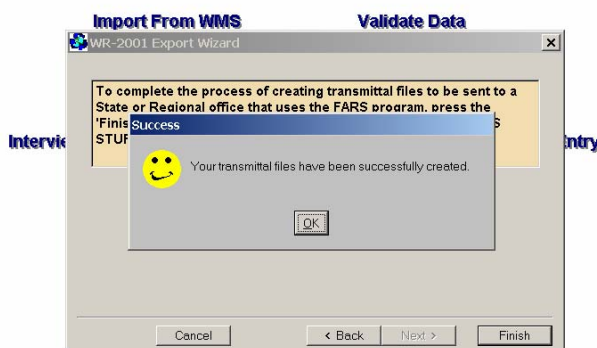
CREATE REPORTS

Print Forms

Return to the Main Menu (circular menu) and select "Print Forms". After you have validated your data successfully and created an electronic transmittal file on a diskette, you will need to print a hard copy of your entire report to submit to DTSC. Remember, the Waste Reporter printouts will be missing the Form CO and Form CC. These forms must be completed manually and included with your final report.

You should a screen similar to the one below. It is recommended that you print to a laser printer. If you must print to a bubble jet printer, adjust the resolution on the printer to the highest setting, and the report should print properly.
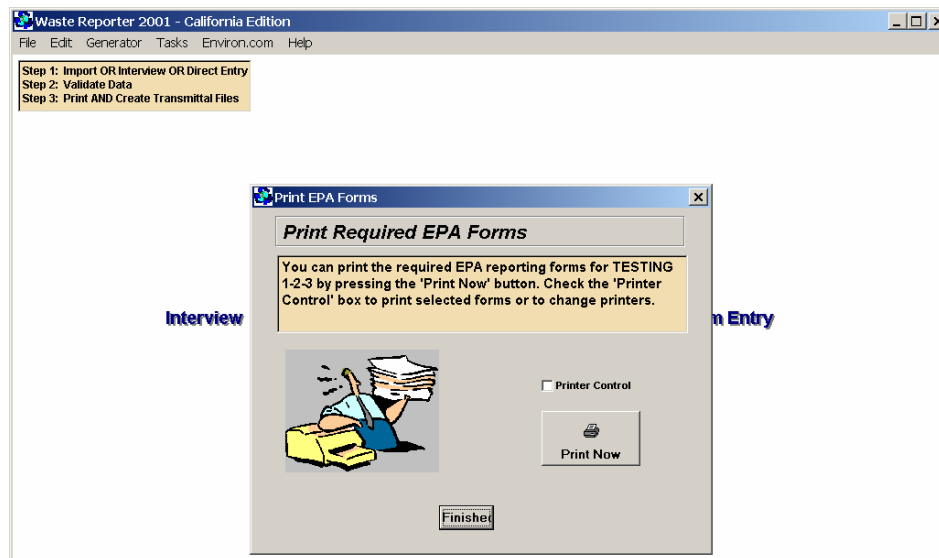
SUBMITTING YOUR REPORTS

Certification

Have the entire report (including Form CO and CC) reviewed and certified by a manager employed by the facility. The manager must certify the report on the bottom of page 3 of FORM.

Consultants who are completing the report for a facility are not authorized to certify on behalf of the facility. Forward the entire report to the facility for certification.

Submitting Report to DTSC

Follow the detailed instructions in the 2002 AFR Supplemental Instructions for submittal instructions, cover sheet, diskette mailer and return mailing label for your facility. Please include the cover sheet and diskette mailer provided with the **2002 AFR Supplemental Instructions**.

You must use the return mailing label included with the 2002 AFR Supplemental Instructions, or include the mailing label (with tracking information) with your report submittal, and mail to the address displayed on the label.

Do not use excessive tape or packaging materials on your diskette. Opening such packaging material can cause damage to the diskette.

Deadline

Your report must be postmarked by **March 1, 2003**. No need to Fed Ex or Express Mail your report.

IMPORTING DATA

If using the Automatic Import Method, you will see a screen that looks like this. Follow the wizard until you have completed the import process.
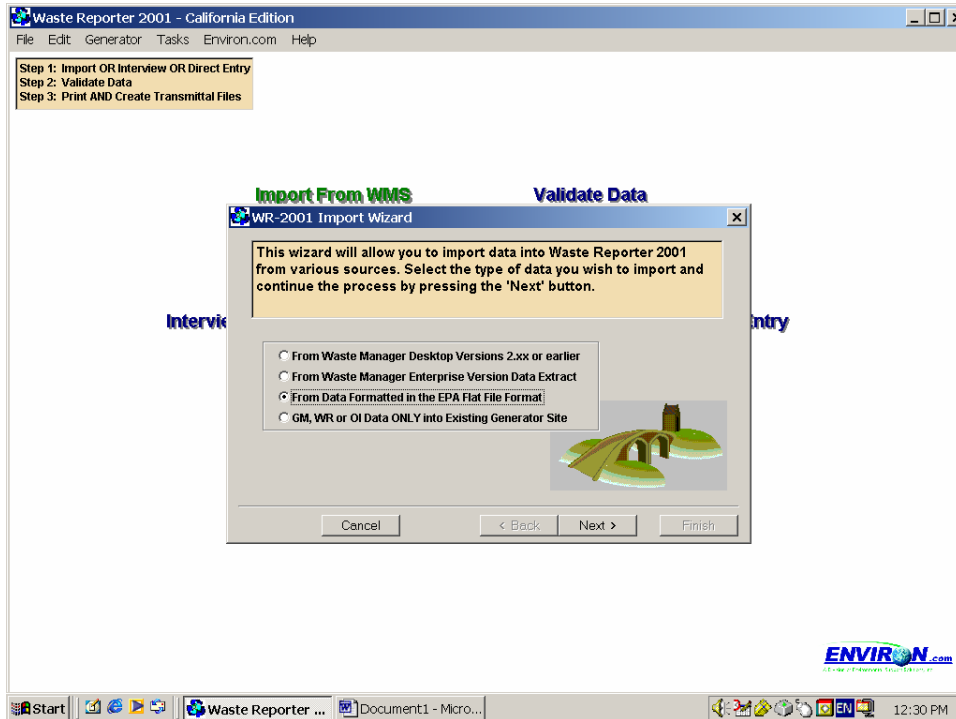
Only Waste Manager files or EPA Flat File formatted files may be imported into Waste Reporter. No other formats may be imported.

Call the AFR Help Line at (916) 322-2880 for assistance with importing data into Waste Reporter or converting files to meet EPA Flat File specifications. See the 2002 AFR Supplemental Instructions for obtaining the current EPA Flat File specifications.

Once you have successfully imported your files, select the Manual Method access the data in Waste Reporter.

Refer to the instructions contained in this User Guide for accessing and editing your reports, validating your data, creating the transmittal file, printing your reports, and submitting your report to DTSC.